

Sample Message to Interagency Employees

SUBJECT: Opportunity to Support the Department of Homeland Security Volunteer Force

Colleagues,

I am excited to share an opportunity for you to serve on a detail with the U.S. Department of Homeland Security (DHS) as a member of their Volunteer Force.

DHS Secretary Alejandro N. Mayorkas is committed to ensuring our nation has a safe, orderly, and humane immigration system. As U.S. Customs and Border Protection (CBP) continues to encounter large numbers of individuals along our Southwest Border, DHS needs your assistance.

We have repeatedly come together as a nation and federal government to support one another in the past. Over the last year, nearly 1,400 personnel have answered that call by supporting personnel along the Southwest Border and helping to resettle thousands of vulnerable Afghan nationals.

Once again, there is a need to tap into the federal government's greatest resource: the skills of our talented and diverse workforce. **Today, I ask you to consider stepping forward to support the DHS Volunteer Force.**

The Volunteer Force is seeking any current federal, civilian employees to serve on 60-day reimbursable details along the Southwest Border (note: this is not a promotion opportunity). Specifically, DHS needs volunteers to support two critical areas:

1. General Support (no special skills needed); and
2. Data Entry (with Spanish language skills; IT training will be provided).

If you are interested in volunteering, please speak with your supervisor. For more information, refer to the attached flyer, or to apply, visit [USAJOBS](#). Further, I strongly encourage all supervisors to make every effort to support your colleagues who request to volunteer.

Thank you for heeding the call to serve over and above your current, dedicated service to the American people and **[insert name of Agency]**. If you have any questions, please direct them to **[agency POC]**, at **[email]** or **[phone number]**.

Thank you!

[salutation],

[name]

[title]